



**The City of Santa Clara
California**

EMPLOYMENT OPPORTUNITY

SENIOR ELECTRIC UTILITY ENGINEER - GENERATION # 20-10-02-730E

Open/Promotional

MONTHLY SALARY RANGE: \$ 9,574 - \$ 11,630 (Longevity Pay up to \$ 12,216)

MINIMUM QUALIFICATIONS:

Applicants, at time of application filing, must possess the following qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in Electrical Engineering and three (3) years experience in electric utility engineering work **or**
 - A Bachelor's Degree in Engineering and four (4) years experience performing electric utility engineering work.
- Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

POSSIBLE SUBSTITUTIONS:

- A Master's Degree in electrical, mechanical or civil engineering from an accredited college may be substituted for one year of experience.
- Candidates from a non-accredited college or university must demonstrate equivalency by registration as a professional electrical, mechanical or civil engineer in the State of California and four (4) years experience performing electric utility engineering work
- In lieu of a degree in engineering, ten (10) years experience performing electric utility engineering work and proof of receipt of an Engineer-In-Training certificate is also acceptable

DESIRABLE QUALIFICATION:

- Possession of a certificate of registration as a Professional Engineer

LICENSES, CERTIFICATES, AND SPECIAL CONDITIONS:

- Possession of a valid California Class C Driver's license is required at time of appointment and for the duration of employment.
- May be required to work shifts, weekends, and odd or unusual hours in the performance of duties including emergency situations, while acting as duty supervisor outside regular working hours, or at other than regular job site
- Required to pass initial and periodic comprehensive background checks, which may include fingerprinting, to meet Federal, State, and/or industry security requirements
- Must be able to perform all of the essential functions of the job assignment

DISTINGUISHING CHARACTERISTICS

An incumbent in this position will be assigned engineering work associated with the design, construction, operation and maintenance of generating facilities of the Electric Utility Department. Other electric utility engineering work may be assigned as necessary, including the responsibilities of other Senior Electric Utility Engineer classifications.

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address: <http://santaclaraca.gov/index.aspx?page=120> or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

OPEN UNTIL FILLED:

Completed City application, supplemental application, resume and letter of interest and intent must be sent to the Human Resources Department, 1500 Warburton Ave., Santa Clara, CA, 95050. Fax number is 408-247-5627.

Recruitment will close when a candidate is hired for the position.

Incomplete application packets will not be accepted. Please do not substitute "see resume" in the employment history section of the application. Resumes should be attached separately.

April 6, 2011

DATE OF ANNOUNCEMENT

20-10-02-730E

RECRUITMENT NUMBER

AN EQUAL OPPORTUNITY EMPLOYER

SENIOR ELECTRIC UTILITY ENGINEER - GENERATION #20-10-02-730E (continued)

EXAMINATION WEIGHT & DATE:

Oral Examination - 100% - Date to be Determined

Depending on the applicant pool, it is possible that only a limited number of applicants will be invited to the oral examination. Candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. Permanent City employees who pass the exam process will have five (5) preference points added to their final score. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: The theory of electric utility operation (i.e. generation, transmission and distribution of three phase alternating current power); The theory and practice of electric utility generation engineering; Engineering principles, practices and procedures, including cost estimation and economic analysis; Planning, design, specification and technical analysis of electric generation facilities and systems; Construction, operation, maintenance and repair of electric generation facilities and systems; Environmental and safety practices, procedures and standards; Principles of supervision and personnel administration.

Ability to: Understand and follow oral and written instructions; Analyze engineering problems, calculate and report solutions; Work in a team-based environment and achieve common goals; Effectively handle multiple priorities, organize workload and meet established deadlines; Establish and maintain effective working relationships with those contacted in the course of work; Deal tactfully and courteously with others; Bend, stoop, crawl, lift, reach, walk up and down stairs, and climb ladders at elevations of eighty (80) feet or more as necessary to perform assigned duties.

TYPICAL DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed. Plans, directs, coordinates, performs or assists in, the engineering design, study and analysis of the installation, repair or replacement of electric utility facilities, including generation, substation, transmission and distribution; Plans, directs, coordinates, performs, or assists in the engineering design, study and analysis of the operations and maintenance of electric utility facilities, including generation, substation, transmission and distribution; Formulates, prepares, assists in or directs the preparation of standards, guidelines, work procedures, construction drawings and equipment specifications for generation facilities; Prepares or directs the preparation of necessary compliance and operational reports. May include economic or costs analysis of expenditures; May act as resident engineer/project manager during project construction, major maintenance activities or for significant studies/projects; Evaluates contractor bids and responses to "Request for Proposals" and makes recommendations on contract award; Formulates, prepares, assists in or directs the preparation of contractor work scope and specifications; Provides assistance and information to Electric Utility and other City Departments on technical matters relevant to electric utility operations; Prepares, conducts, analyzes and assists in testing generation equipment and systems for the City Electric Utility; May assist in direct preparation of proposals and input for Department budget; May supervise and train other professional or paraprofessional engineering staff; Performs other duties as assigned.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of [Benefits Unit #4](#) for this position may be obtained from the City of Santa Clara's website www.santalaraca.gov or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.



City of Santa Clara

SUPPLEMENTAL APPLICATION Senior Electric Utility Engineer - Generation, #20-10-02-730E



Name (Last, First, Middle): _____

As specified in the job announcement, **all applicants must complete this Supplemental Application** in order to be considered for this position. This questionnaire is designed to assist in evaluating your qualifications for this position; therefore it is to your advantage to be as **specific, complete, and clear** as possible. Your answers to these questions, along with the rest of your application materials, will be used to help select the **most qualified candidates** who will continue in the selection process. Applications submitted without **complete answers to all questions** in this Supplemental Application will be **automatically disqualified**. A résumé or Letter of Interest and Intent will not be accepted in lieu of the Supplemental Application.

Respond fully to each question, describing your specific relevant education, training, and/or experience. **Responses must be typewritten** (word processed) and limited to one 8 ½" X 11" page per question (font size no smaller than Arial 10-point); any information that exceeds the one page per question will not be considered. Please **sign this document** below and submit it along with all completed application materials to: City of Santa Clara; Human Resources Department; 1500 Warburton Avenue; Santa Clara, CA 95050.

- 1) Please describe the different type of generation plants that you have worked with. What were your assigned responsibilities at these plants?
- 2) Please describe your involvement in compliance with NERC or WECC Reliability Standards as it pertains to generation facilities.
- 3) Please describe your experience with generation construction projects in the following areas:
 - (a) General Planning Studies
 - (b) Licensing & Permitting
 - (c) Design
 - (d) Construction Management
 - (e) Contract Management

If you were involved in specific aspects of the project please describe your involvement and identify the names of the plants and their sizes..

- 4) Please describe your experience in preparing plans, conducting tests, analyzing plant performance and assisting in the operation, maintenance and testing of generation equipment and systems for an electric utility. Identify the names of the plants and their sizes.
- 5) Please describe your experience in formulating, preparing and recommending standards, guidelines work procedures and equipment specifications for generation facilities.
- 6) Please describe your experience with regards to preparing, recommending and/or monitoring electric utility facility operating and/or construction budgets.
- 7) Please describe any supervisory experience you have had including how many employees and what classification of employees (engineering/technical) you have managed at one time.
- 8) Please describe any other electric utility experience you may have in the following areas: Planning, Operations, Maintenance, Construction, Protection, Automation/SCADA Controls involving Transmission, Distribution or Substation facilities.

With my signature below, I affirm that my responses to the above questions are true to the best of my knowledge. I further understand that providing false or misleading information is grounds for disqualification from the examination process or termination after employment.

SIGNATURE

DATE